

SR. GRAPHICS TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Sr. Graphics Technician exists is to perform skilled tasks as a lead worker related to the production of printed material in the Purchasing Department. This classification is not supervisory. Work is performed under general supervision by a Purchasing Operations Manager. The Sr. Graphics Technician is distinguished from the Graphics Technician by the performance of the more skilled tasks relating to the production of printed material.

ESSENTIAL FUNCTIONS

Schedules printing jobs for self and Graphics Technician.

Operates graphics equipment, which includes presses (2 color and perfecter), plate maker, power cutter, stapler, folder, bindery, and photocopy machines.

Performs routine, minor maintenance and cleaning of related equipment.

Reviews completed work to insure quality control is maintained.

Calculates graphics charges using automated pricing program and maintains graphics related records and logs.

Submits orders for print shop supplies to the Manager to keep minimum supply and meet production schedules.

Demonstrates respect for all customers when assisting them with selection of material and processing options taking into consideration the customers interest and budget.

Does layout and make-up of originals for quality and proper production capabilities.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Various types of printing production and equipment, including full color process.

The care and minor maintenance of the equipment and the requirements for supplies.

Automated graphics and desktop publishing programs.

Ability to:

Stand 50%, walk 30%, and sit 20% of work day.

Lift and carry boxes of stock paper and other materials weighing up to 50 pounds.

Bend and stoop repeatedly to load and unload paper from presses.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, a fork lift, and telephone and graphics equipment that require manual dexterity, continuous and repetitive arm or hand and eye movement.

Discern full range of the color spectrum.

Perform mathematical calculations and key data.

Work with cleaning fluids and use common hand tools.

Communicate effectively, both verbally and in writing.

Perform layout and make-up work manually and with computer programs.

Comprehend and make inferences from written material and verbal and/or written instructions.

Establish and maintain courteous and respectful communication and effective working

relationships with co- workers, vendors and City staff members at all levels.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five years experience in the operation and care of printing, photocopying and a variety of graphics equipment with some lead worker experience.

FLSA Status: Non-exempt

HR Ordinance Status: Classified